



Fiscal Year 2006 MiRSA Application Package

The purpose of this request for proposal is to establish 8-10 additional Michigan Regional Skills Alliances (MiRSAs). MiRSAs are employer driven, business and community partnerships, focused on addressing workforce issues in an industry sector.

Total Funding: \$800,000 dollars in Workforce Investment Act State-Wide Activity funding.

Funding Period: Fall 2005

Completed applications addressing each Standard and Requirement, **MUST BE RECEIVED BY THE DEPARTMENT OF LABOR & ECONOMIC GROWTH**, by 5:00 p.m., Friday, October 7, 2005. Submit to Ms. Angela Nelson, Victor Office Center, 5th Floor, 201 North Washington Square, Lansing, MI 48913.

Proposals should be:

- 12-point type, double-spaced, single sided, 8 ½ x 11, non-glossy paper.
- 15-page limit, not including attachments. Please be concise and direct.
- Send the original and 2 copies of the application with attachments; include an electronic copy of everything submitted on disc. If you are unable to provide an electronic copy, send the original with 8 hard copies complete with attachments.

A meeting to provide more information regarding this request for proposals will be held on Tuesday, September 6, 2005, at the Lansing Community College M-TEC, 5708 Cornerstone, Lansing, Michigan. Registration will begin at 9:30 a.m. The meeting is scheduled from 10:00 a.m. – 12:00 p.m. Beverages will be available. We can accommodate 200 attendees. Please pre-register no later than 3:00 p.m., Wednesday, August 31, to rsa@michigan.gov or to 517-335-5177.

All questions and answers must be submitted in writing. For any additional questions you may have after the informational session on September 6, please send an email to rsa@michigan.gov by September 30, 2005. All question and answers will be posted to the MiRSA Web site at <http://www.michigan.gov/rsa>. Please monitor this Web site for additional information regarding this request for proposals and possible future informational Webinars.

If any information requested in the application is missing or incomplete, the applications will not meet threshold criteria for consideration.

**Michigan Regional Skills Alliance (MiRSASM)
Fiscal Year 2006 Application**

APPLICANT INFORMATION

Name of Applicant:

Address:	Phone:
----------	--------

Fax:	E-mail Address:
------	-----------------

Contact Person:	Title:
-----------------	--------

Federal ID #:	MI Nonprofit #:
---------------	-----------------

<p>Applicant is:</p> <ul style="list-style-type: none"><input type="checkbox"/> Nonprofit Organization (type) _____<input type="checkbox"/> Private Enterprise<input type="checkbox"/> Local Unit of Government<input type="checkbox"/> Organized Labor<input type="checkbox"/> Economic Development Agency<input type="checkbox"/> Michigan Works Agency (MWA) / Workforce Board<input type="checkbox"/> Post Secondary<input type="checkbox"/> Business Association<input type="checkbox"/> Other: _____
--

Official Name of MiRSA:

Industry Focus of MiRSA:

Regional Area of MiRSA:

FISCAL AGENT INFORMATION (If different from applicant information.)

Name of Fiscal Agent:

Address:	Phone:
----------	--------

Fax:	E-mail Address:
------	-----------------

Contact Person:	Title:
-----------------	--------

CONVENER INFORMATION

Name of Convener(s):

Address:	Phone:
----------	--------

Fax:	E-mail Address:
------	-----------------

Contact Person:	Title:
-----------------	--------

AUTHORIZED SIGNATORY

Signature

Title(s)

Print Name

Date

Signature

Title(s)

Print Name

Date

Signature

Title(s)

Print Name

Date

Application must clearly articulate a problem or set of problems affecting the regional industry, which the regional skills alliance (RSA) will address, one industry sector per proposal. The statement must be logical, coherent, and appropriate to the work objectives proposed. By definition, a RSA focuses on solving workforce problems affecting multiple employers in a defined industry and region. The industry must account for a significant share of the local economic activity and employment.

Standard 1: Priority Industry Identification

Requirement 1.1 State and Regional Industry Priority Areas

Applicants must show that the plans for their RSA align with state and regional priority industries. State priorities include: linking workforce policies to economic development policies in the following priority industry sectors.

- a) Advanced manufacturing and materials development
- b) Health care
- c) Life sciences
- d) Homeland security
- e) Other industries of state and/or regional importance

Identify the broad industry and specific sector represented in the skills alliance. Examples: Advanced Manufacturing/Automotive Industry or Health Care/Acute Care/Hospital.

Requirement 1.2: Define the Geographic Region

- a) The proposal must define the geographic region the skills alliance will cover.
- b) The workforce to be impacted by the RSA should be at least countywide.
- c) The core group of employers together should be drawing their workforce from at least a countywide coverage area.

Standard 2: Partnerships

Requirement 2.1: Employer Partnerships

Proposal must clearly demonstrate the following:

- a) The proposal must show evidence that the development of the skills alliance is employer driven.
- b) Process in which employers will drive the current and future planning and agendas.
- c) The employers have given their endorsement of the application and indicated their levels of support and participation in writing.

Applicants must submit Exhibit A (Regional Skills Alliance Endorsement and Commitment Form) for each member employer.

Requirement 2.2: Convener Partnerships

The convener is the champion and organizer of the RSA. The proposal must demonstrate the following regarding the convener:

- a) That the convener is credible with the industry partners.
- b) Ability to facilitate among many skills alliance partners and groups.
- c) Ability to manage the movement and progression of the RSA.
- d) Ability to maintain organizational capacity by seeking additional funds and partners.
- e) Demonstrate willingness to provide in-kind support such as technology, office space, staffing, etc.
- f) Long range vision. Demonstrate that the RSA is integrated into the convener organization's long range strategic planning.
- g) Partner recruitment strategy. Discuss the organization strategy for on going partnership maintenance and recruitment.

Requirement 2.3: Applicant

The **Applicant** will submit the application on behalf of the RSA, and serve as the fiduciary responsible for proper use of state and federal funding sources. The applicant will serve as the overall steward in the implementation of the employer driven goals and subsequent outcomes. The proposal must clearly demonstrate that the applicant is qualified to carryout the administrative responsibilities of the RSA.

Requirement 2.4: Fiscal Agent

The **Applicant** and **Fiscal Agent** may be the same entity. The **Fiscal Agent** will perform the administrative duties and functions related strictly to fiscal operations. The proposal must clearly demonstrate that the fiscal agent is qualified and capable of carrying out the responsibility.

Requirement 2.5: Other Partners

Other partners can include, but are not limited to the public workforce system, economic development groups, training and educational providers, industry and trade associations, Community Based Organizations (CBOs), Faith Based Organizations (FBOs), organized labor, and/or others. **Other partners' commitment to the collaboration and support of the RSA is evidenced by their signature on the Regional Skills Alliance Endorsement and Commitment Form; Exhibit A.**

We encourage parties to work together on a single application. Instances where multiple applications are received for the same sector/region may result in a request for proposals to be combined.

Standard 3: Skills Alliance Focus

Requirement 3.1: Industry Problem Identification

The proposed RSA should seek to achieve improvements in the industry related to workforce skills development and related industry issues. Resolutions of the workforce issues are expected to yield clear benefits for the key partners: employers, workers, and the community. The RSA are to be focused on solving real and emerging workforce problems.

In a clear and concise way, identify and explain the workforce skills issues to be addressed by the RSA. Use the following list to help you identify the industry focus areas that you would like to address:

- a) Skills development for existing workers (currently employed).
- b) Skills development for new workers (entering employment).
- c) Skills development for existing and new workers.
- d) Industry and company-wide process/quality improvement.
- e) Other

Requirement 3.2: Data and Information. Applications must clearly demonstrate that the problem identification is supported by data and information from the region. Supporting materials should include but are not limited to:

- a) Regional profile or industry targeting.
- b) Information on occupation and skills.
- c) Information on labor supply.

Standard 4: Goals, Work Plan, and Outcomes

The proposal must clearly identify what the anticipated short-term and long-term goals and outcomes are for the RSA including measurable indicators.

A monthly status report will be required for fiscal years 2006, 2007, and 2008 (Exhibit B).

Based on answers given for Standard 3 (Regional Skills Focus), the proposal must clearly state what the short-term and long-term goals are for the RSA, with measurable indicators.

- a) Explain how goals were set based on employer input and a needs analysis.

- b) Work plan and milestones: develop a comprehensive work plan that shows how goals will be achieved over time and demonstrate the key milestones you will use to measure progress.
- c) Identify methods for collecting the data that you will need to determine if your outcomes were achieved.
- d) Describe a strategy for organizing and analyzing the collected information in a meaningful way to report results back to key stakeholders. Explain what you will do with the evaluation findings.
- e) What are the expected outcomes of the economic growth? Describe any intended economic growth.
- f) Individual prosperity. Describe the goals for increasing the individual prosperity within the proposed industry sector.

Standard 5: Marketing Plan

Requirement 5.1: Market Analysis and Communication Strategy

External communication and promotion: demonstrate that you have a plan for promoting the RSA and describe what materials you will use.

- a) Materials: newsletters, pamphlets, videos, logos, slogans etc.
- b) Strategy: discuss your plan for distributing the above information (site visits, conference presentations, media advertisements, endorsements, etc.).

Standard 6: Project Management

Requirement 6.1: Regional Skills Alliance Structure

- a) Provide a narrative or diagram of the proposed RSA organizational structure.
- b) Describe the decision-making procedures among all key RSA partners. (Example: Who will vote on key policy decisions? All partners, employers only, etc.)
- c) Describe the methods for internal communication between partners (newsletters, emails, letters, meetings, technology assisted communications, etc.).

Requirement 6.2: Staffing

- a) Identify staffing needs and responsibilities.
- b) Staff qualifications and experience documented by resumes.
- c) Paid staff and time commitments. At least one dedicated full-time staff person to the RSA activity is strongly recommended. If not, please provide an explanation as to why a dedicated full-time staff person is not designated.

Standard 7: Financial Plan

Requirement 7.1: Budget

Create a three (3) year budget that includes the funds requested from the State of Michigan through this grant application and any additional funds being leveraged by the partners. **Submission of Exhibit C, MiRSA Budget Form, is required.**

***Funds may not be used to purchase equipment.**

Requirement 7.2: Sustainability Planning

Develop a plan for setting annual strategic direction in which all RSA partners are involved in creating and monitoring the sustainability and ongoing “health” of the RSA.

- a) Determine fiscal and efficiency goals for years 1, 2, and 3.
- b) Fundraising activities or strategies.

Standard 8: Continuous Improvement Strategies

Requirement 8.1: Business Impact Assessment

Create a plan for regularly assessing the impact of the RSA on targeted businesses retention, incumbent worker skill improvement, better qualified workers, stronger connections with education and training providers, and improved profitability.

Requirement 8.2: External Evaluation

Each MiRSA may be required to cooperate with and participate in an external process and outcome evaluation of the MiRSA initiative. Indicate willingness to provide cooperation by arranging for interviews with MiRSA team members, staff, and other relevant stakeholders and to provide information regarding processes and outcomes, as requested by the evaluator.

Requirement 8.3: Participation in Statewide Activities

Each MiRSA is expected to share its learning with others and to draw from others to improve its effectiveness. Indicate willingness to meet with MiRSA staff and to participate in MiRSA collaborative activities to the extent necessary to accomplish these goals.